

CITY OF WHITE PLAINS

BUILDING PERMITS



70 Church Street, White Plains, NY 10601
Phone(914) 422-1269*Fax (914) 422-1471
Office Hours: 9:00am to 5:00pm
<http://www.cityofwhiteplains.com/>

HOW DO I OBTAIN A BUILDING PERMIT?

Complete and submit an application to the Building Department. Application forms can be picked up from the Building Department or downloaded from our website:

http://www.cityofwhiteplains.com/dataimages/building_application_list.html

◆ **RESIDENTIAL:** (One and two family dwellings)

Submit three (3) sets of plans for review. Six additional topo /site plans are required for new residential buildings.

◆ **MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION:**

Submit three (3) sets of plans and site plans for review. Other necessary documents that must be submitted for plan review may vary based on the complexity and size of the project.

All plans must be drawn to scale, fully dimensioned and be of sufficient clarity to be read easily. Some projects are required by state law to have plans that are certified by an Engineer or Architect registered under the laws of the state.

FILING INSTRUCTIONS

- ◆ File in person at Building Department.
- ◆ Filing hours are Monday through Friday from 9am to 1pm only.
- ◆ Provide copy of all licenses.
- ◆ Provide certificates of insurance naming City of White Plains as the holder and additionally insured for \$1,000,000.
- ◆ Estimated Cost of Work shall include all labor, materials & fixtures.
- ◆ Refer to individual instructions for each specific Permit type.
- ◆ Incomplete applications will not be processed and will be considered abandoned after six months.
- ◆ Provide all fees in form of check or Money Order

WHITE PLAINS BUILDING DEPT FEES EFFECTIVE 7/01/12

RESIDENTIAL: (One and two family dwellings)

1. NEW BUILDING & ADDITIONS:

-VOLUME ADDED (cubic feet).

FEES:

1,000 to 5,000 = \$110.00

Over 5,000 = \$110.00 + \$10.00 for each additional 1000 cubic feet (or part thereof)

Note: Minimum fee of \$750.00 will apply for all new buildings.

2. ALTERATIONS, DEMOLITIONS, EXCAVATION, GRADING OR FILLING, MECHANICAL INSTALLATIONS, HEATING, A/C, etc.

- TOTAL ESTIMATED COST (Dollars)

FEES:

First \$1,000 = \$100.00

Each additional \$1,000 = \$100.00 + \$10.00 for each (or part there of) \$1,000 additional cost.

3. PLUMBING SYSTEMS:

- TOTAL ESTIMATED COST (dollars).

FEES:

First \$1,000 = \$50.00

Each additional \$1,000 = \$50.00 + \$30.00 for each (or part there of) \$1,000 additional cost.

4. ELECTRICAL PERMITS:

- TOTAL ESTIMATED COST (dollars).

FEES:

First \$1,000 = \$85.00

Each additional \$1,000 = \$85.00 + \$10.00 for each (or part there of) \$1,000 additional cost.

5. PLAN AMENDMENT: \$100.00 each amended plan.

6. TEMPORARY CERTIFICATE OF OCCUPANCY:

-\$75 per inspection.

7. CERTIFICATE OF OCCUPANCY:

- \$75.00 per inspection.

8. SUBSTITUTE & UPDATED CERTIFICATE OF OCCUPANCY :-\$50.00 per inspection.

RESIDENTIAL: (One & two family dwellings, con'td)

MISCELLANEOUS FEES:

1. TEMPORARY STRUCTURES:
 - tents, reviewing stands, etc. \$50.00 each.
2. REINSPECTION ALL TRADES:
 - \$100 per occurrence.
 - Exception:* Vertical Transportation:
 - \$200 per occurrence. Scheduled inspection cancellation without 48 hours notice.
3. SIGNS:
 - \$50.00 per sign + \$2.00 per sq. ft. of sign surface area.
4. AWNING / CANOPY:
 - \$25.00 each.
5. BUNTING:
 - \$50.00 each.
6. HOISTING PERMIT :
 - \$200.00 each.
7. LEGALIZATION:
 - Two(2) times calculated permit fee per trade/permit.
8. PERMIT REACTIVATION - \$150.00
9. SPECIAL PERMIT, SITE PLAN & ZONING FEES - See separate chart

Note: We only accept Checks or Money Orders for all Permit Fees.

MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION:

1. NEW BUILDINGS, ADDITIONS, ALTERATIONS, DEMOLITIONS, EXCAVATION, GRADING OR FILLING, MECHANICAL INSTALLATIONS, HEATING, VENTILATING, A/C, SCAFFOLDING, PAVING, FIRE SUPPRESSION SYSTEMS, ELECTRICAL INSTALLATIONS, etc.
 - TOTAL ESTIMATED COST (dollars).
 - FEES:
 - First \$1,000 = \$100.00
 - Each additional \$1,000 = \$100.00 + \$15.00 for each (or part there of) \$1,000 additional cost.
2. PLUMBING SYSTEMS:
 - TOTAL ESTIMATED COST (dollars).
 - FEES:
 - First \$1,000 = \$75.00
 - Each additional \$1,000 = \$75.00 + \$30.00 for each (or part there of) \$1,000 additional cost.
3. PLAN AMENDMENT:
 - \$200.00 per amended plan.
4. TEMPORARY CERTIFICATE OF OCCUPANCY:
 - \$75 per inspection.
5. CERTIFICATE OF OCCUPANCY INSPECTION: (Minimum \$300)
 - CONDOMINIUM :\$75.00 per unit.
 - MULTI-FAMILY DWELLINGS (RENTALS)
 - HOTELS, MOTELS etc.: \$25.00 per room.
6. SUBSTITUTE /UPDATED CERTIFICATE OF OCCUPANCY INSPECTION:
 - MULTI-FAMILY DWELLING: \$80.00 minimum plus \$10.00 for each dwelling unit over three, up to a maximum of \$300.00.
 - NON -RESIDENTIAL BUILDING: \$100.00 per certificate.

MULTI-FAMILY DWELLINGS & COMMERCIAL CONSTRUCTION: (cont'd)

MISCELLANEOUS FEES:

1. TEMPORARY STRUCTURES:
 - tents, reviewing stands, etc. \$50.00 each.
2. REINSPECTION ALL TRADES
 - \$100 per occurrence.
 - Exception:* Vertical Transportation:
 - \$200 per occurrence. Scheduled inspection cancellation without 48 hours notice.
3. SIGNS:
 - \$50.00 per sign + \$2.00 per sq. ft. of sign surface area.
4. AWNING / CANOPY:
 - \$25.00 each.
5. BUNTING:
 - \$50.00 each.
6. HOISTING PERMIT:
 - \$200.00 each.
7. LEGALIZATION :
 - Three(3) times calculated permit fee per trade/permit.
8. PERMIT REACTIVATION:
 - \$150.00 per permit.
9. SPECIAL PERMIT, SITE PLAN & ZONING FEES:
 - See separate chart
11. OCCUPANCY POSTER:
 - \$35/Year.
12. CABARETS:
 - Bldg Fee- \$500 (New application) \$100 (Renewal)
 - SP/Zoning Fee- \$500 (New application) \$500 (Renewal)

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